

**Space Family Education, Inc.
Board of Director's General Meeting**

Friday, Jan 29, 2010

Safety Report

Close Calls: None

Accident/Illness Report:

One child in Room 8 fell out of a wagon on the playground and lost a tooth. The incident was reviewed by licensing and teachers were reminded to ensure kids do not stand in wagons.

Director's Report

Staffing

Ms. Mimi resigned. Ms. Brenda was hired for the full-time floater position. Ms. Vanessa is still on medical leave.

Always need more subs!

Operations

It was noted that "emergency" and time-critical announcements (such as the early closing due to illness) should go out to the member distribution and not through room captains. Amanda, Nicole and Dianna will all have access to the full distribution list, and Jen will post the distribution lists on the BOD sharepoint site.

FACILITY

The facility looks great and the staff is happy. Thanks to everyone who made it happen. Just a few minor work orders in progress.

SPECIAL EVENTS

2/12 Valentine's Parties
2/15 Closed for Presidents Day
2/16 Mardi Gras Parade
2/26 Go Tean Day BBQ
3/3 Graduation and Class Pictures
3/25 Vision and Hearing Screening (changed from April)

Committees Report

Education Curriculum

Children will begin using reading books.

Fundraising

Nothing to report.

Newsletter & Webpage

Next newsletter expected 3/31. Dianna will have room reports and a “note from the assistant director” to Chris G. by 3/1.

Asked the classrooms that are missing info on their webpage to update with new pictures and information.

Room Reports

No room reports.

Board Members' Reports

Policies and Procedures (Nikki) Nikki is completing SOP update. Clint will see if he can determine 2010-2011 tuition increase to include in this update if possible. Room 4 spots are filled. Still working on 1 room 1 spot.

Treasurer (Clinton B.) Reviewed budget with Nicole and Carolyn. Decrease in reserves as expected with low-K enrollment, Christmas week vacation, and outdoor shade. Need Nicole/Dianna to provide stats for how often busses are used, how far they drive, how many kids are transported, etc. Clint will start looking at options for summer back-up and long-term bus plan.

Secretary (Ed F.) Nothing to report.

Vice President (Jennifer M.) Submitted waitlist database proposal for JSC Innovation Charge Account. ParentWatch down for the entire month of Jan. Nicole will make sure we don't pay for time during this outage. Jen will revisit alternate options for cameras. Jen will also take a cut at documentation of leave policy. Need to coordinate with Nicole/Dianna on Summer Camp planning. Would like to include option for K/1st graders to come back to Room 9 for the summer.

President (Jay L.) Would like to host an Alumni Party at the center, and possibly combine with summer camp sign-up. Late March-April timeframe. Jay will look into leasing options for busses.

HR Rep. (Sylvia B.) Sylvia would like to be invited to the next SFEI staff meeting to meet the teachers. She also needs an activity report each month from Nicole/Dianna to report up through HR. Suggested that Amanda contact other NASA childcare centers to get their SOPs and staff handbooks as a model for ours.

Member Walk-Ons: None

Future Topics: None

Attendance:

BOD: Jen M, Clint B, Nikki W, Jay L, Ed F, Sylvia B

SFEI Staff: Dianna R

Members: none